

**SAMPLE FORMAT FOR BRIEF ON EIC SUBCOMMITTEES**

**I. General**

The activities of the Subcommittee on \_\_\_\_\_ for the period July 1954 through June 1956 are described in its annual reports to the EIC. These two reports were distributed to appropriate EIC members and should be reviewed in relationship to the Subcommittee's terms of reference as well as the general statement of Subcommittee responsibilities (EIC-D-\_\_\_\_) prior to the EIC discussion of this Subcommittee's activities. In addition, the recently distributed color chart summarizing graphically the activities of EIC Subcommittees will be a useful reviewing aid.

**II. Principal Subcommittee Activities**

(This should be a straightforward reportorial account of the major efforts of the Subcommittee under consideration. Any explanation or evaluation of these activities should be attributed to the Subcommittee.)

**III. Functions Neglected**

(Summarize these briefly and include any reasons given by the Subcommittee for the neglect of these functions. Unless these views can be attributed to the Subcommittee--or are obvious statements of fact--do not discuss the reasons for nonperformance of assigned functions.)

**IV. Special Problems**

(Here again only include those special problems which have been explicitly recognized by the Subcommittee itself.)

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In preparing your brief for the Chairman of the EIC, add a section captioned "EIC/S Evaluation" as V; and under VI, include a section headed "EIC/S Recommendations." This last section should include any indication you have of the probable reactions of the membership to these recommendations.

Dr. Guthe's folder should contain the following:

1. His brief
2. The color chart of Subcommittee activities
3. Statement of Subcommittee functions (EIC-D-\_\_\_\_)
4. The Subcommittee's terms of reference
5. The Subcommittee's two annual reports